

**CITY OF ANNAPOLIS**  
**Human Resources Department**

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City Administration

Human Resources Department

- Civil Service System
- Benefits and Wellness
- Appointments and Promotions
- Employee Records
- Performance and Training
- Separation and Retirement
- Employee and Labor Relations
- Recruitment / EEO

## Human Resources Department

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### Fund Support:

General Fund

### Description:

The Human Resources Department administers those provisions of the City Charter and Code dealing with the civil service system. These include appointments and promotions, benefits and wellness, performance and training, individual records, separation and retirements.

The Director serves as chairman of the Risk Management Committee and as staff liaison to the Civil Service Board and the Public Safety Disability Retirement Board. The Director is also a member of the Police and Fire Retirement Plan Commission and the Employee Recognition Committee.

### Services:

- C Recruits, examines, and recommends to appointing authorities applicants for authorized City positions.
- C Administers all entrance and promotional exams, and prepares lists of persons eligible for hiring and promotion.
- C Maintains the salary and classification plan and official employee records.
- C Administers various employee benefits, including health, life and disability insurance, optical, dental, deferred compensation, flexible spending accounts, credit union, leave, workers' compensation and blood donor programs.
- C Coordinates the annual performance review program and initiates payroll actions to be forwarded to the payroll division of the Finance Department.
- C Oversees the disciplinary program and subsequent grievance and appeal processes,

under either union or civil service provisions.

- C Administers firefighter, police, trades, and clerical union contracts and coordinates the negotiation thereof.
- C Coordinates or administers several retirement plans for civilian and public safety employees.
- C Implements quality of life mandates, including affirmative action, fair labor standards, sexual harassment, drug abuse, disabilities, and equal opportunity.
- C Plans and coordinates City-wide training for employees that foster administrative goals and objectives.

### Goals:

- C Provide the most qualified, best-trained personnel to staff City positions.
- C Assure appropriate allocation and assignment of classification, pay rates, benefits, duties and responsibilities to each position.
- C Promote and publicize an employee environment of mutual respect, professionalism, and commitment to public service.
- C Facilitate administrative goals by offering services and providing resources to prepare employees to meet their daily job responsibilities.

### Objectives:

- C Streamline City Code elements for easier understanding and implementation of appropriate changes in policy and practice.
- C Complete mutually beneficial union agreement negotiations.

## Human Resources

- continued -

- C Refine job descriptions and classifications to reflect actual structure and functions as operated by the departments.

### Significant Changes:

- C Modified and improved performance appraisal system for civil service and exempt employees.

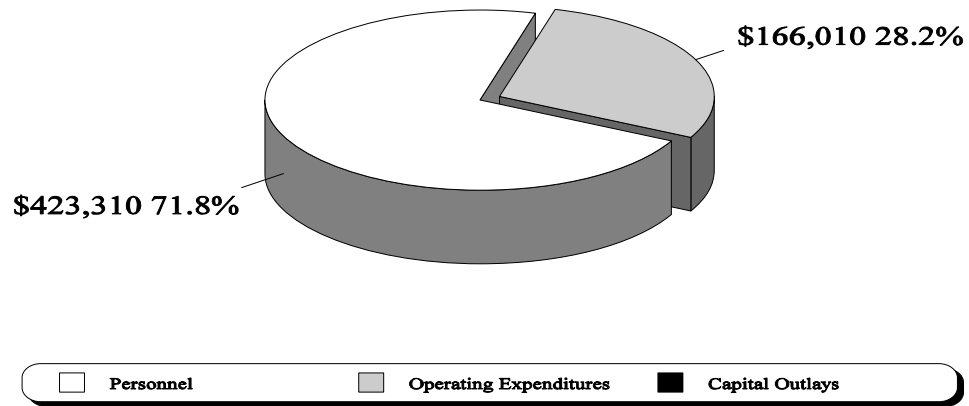
- C Formation of Employee Benefits Focus Group, the goal of which is to effectively communicate information regarding employee benefit plans and options to employees, solicit feedback, and inform the City's Administration about suggestions, compliments and complaints related to the various plans.

### Performance Indicators:

	<i>FY 2002</i> <u>Actual</u>	<i>FY 2003</i> <u>Adopted</u>	<i>FY 2004</i> <u>Goal</u>
Positions filled (regular/temporary) .....	45/100	45/95	45/95
Applications processed .....	1,200	1,000	1,000
Tests administered .....	600	600	600

<i>Budget Summary</i>	<i>FY 2002</i> <i>Actual</i>	<i>FY 2003</i> <i>Adopted</i>	<i>FY 2004</i> <i>Adopted</i>	<i>Percent</i> <i>Change</i>
Personnel	\$375,500	\$474,640	\$423,310	-10.81%
Other Operating Expenditures	183,950	166,010	166,010	0.00%
<b>Total Expenditures</b>	<b>\$559,450</b>	<b>\$640,650</b>	<b>\$589,320</b>	<b>-8.01%</b>

**Human Resources Department**  
*Budget By Expenditure Type*



**Expenditure Graph**

Because the Human Resources Department consists of only one major division, a comparison of divisional budgets is not applicable.

## Human Resources Department Staffing Summary

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	<i>FY 2002 Actual</i>		<i>FY 2003 Adopted</i>		<i>FY 2004 Adopted</i>	
	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>
Personnel	6	0	7	1	7	1
<b>Department Total</b>	<b>6</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>7</b>	<b>1</b>

### Staffing Summary By Position - FY 2004 Permanent Positions

Total  
FTE

*Human Resources:*

Human Resources Director ..... 1  
 Benefits Administrator ..... 1  
 Training Programs Administrator ..... 1  
 HR Associate II ..... 1  
 HR Associate I ..... 2  
 Recruitment/EEO Administrator ..... 1